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29 SEP 1967

MEMORANDUM FOR: Deputy Director for Science & Technology

ATTENTION : Chief, Administrative Support Staff, DD/S&T

SUBJECT : Changes in the Critical Key Employee List for
Official Home-Area-to-Work Transportation
During Snow Emergencies

REFERENCES : (a) Memo dtd 14 Oct 66 to DD/S&T fm DD/S,
subject: Designation of Critical Key
Employees for Official Home-to-Work
Transportation During Snow Emergencies

(b) Memo dtd 17 Nov 66 to DD/S fm A/DD/S&T,
same subject as Ref (a)

1. Reference (a) requested a listing of designated critical key officials and employees in your Directorate who should be furnished official home-area-to-work transportation during snow emergencies when private and public transportation is at a standstill. Reference (b) provided the requested information. In order that the list of names and addresses attached to Reference (b) may be brought up to date, it is suggested that personnel changes desired by your Directorate be forwarded to this Office for inclusion in updating the overall plan. Any change in the official designated to act as single point-of-contact on problems concerning implementation of the emergency plan also would be appreciated.

2. I have forwarded similar requests to the other Directorates. When all replies are received, we will develop changes in the previously distributed listing of emergency pickup points, times, and routes as required, and you will be advised accordingly. Due to equipment and manpower limitations, emergency transportation can only be provided for a small cadre force when private and public transportation is at a standstill.

3. Your early reply will be appreciated.

Signed:

for George E. Meloon
Director of Logistics

**DD/S&T
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